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*HALL MEMORIAL LIBRARY
BOARD OF TRUSTEES' MEETING
April 21, 2015*

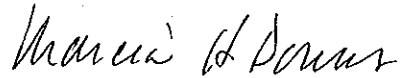
ELLINGTON TOWN CLERK

- I. Chair John Halloran called the regular meeting of the Hall Memorial Library Board to order at 7:35 PM. Board Members Mary Clements, Mary Blanchette, Janet Wieliczka, Peter Nickerson, and Daniel Sclare were present. Also in attendance were Patricia Grundman, Children's Librarian, and Susan Phillips, Library Director. Marcia Downs was present as Recording Secretary.
- II. Citizen's Forum – Debi Cormier and Francie Berger (who arrived at 7:55 PM), library staff members, were present at this meeting.
- III. Approval of Minutes of the March 10, 2015 Meeting – The minutes were reviewed and unanimously accepted (Blanchette/Wieliczka) as written. The minutes for the February 10, 2015 meeting were also approved as written (Clements/Wieliczka).
- IV. Treasurer's Report – The Treasurer's Report for March 2015 was distributed by Marcia Downs and reviewed by the members present.
- V. Current Year Budget – A copy of the current year-to-date budget was circulated and reviewed.
- VI. Library Director's Report – Sue Phillips distributed copies of the Director's Report dated 4/21/15. The report was reviewed and discussed. An update on the progress of the Staff Workroom renovation was presented, as well as an update on the status of the upstairs window replacement. Both projects are progressing in a timely fashion. It was noted that this week is National Library Week, and, once again, the library is offering the 'Food for Fines' program, in which one non-perishable food item is worth one dollar in fines.
- VII. Friends of the Library Report – Sue Phillips reported that the Book Sale that was held on April 17 through 19, 2015 was very successful, raising approximately \$1400.00.
- VIII. Old Business – Annual Review of By-Laws – John Halloran will re-word the Mission Statement and send this revision via email to the Board Members, in order to vote at the next regular Board Meeting in May. – Meeting Room Policy – This topic will be reviewed at the next regular meeting in May. – Building Maintenance – A question was raised concerning the status of the roof repairs, and further information is needed. Mary Blanchette will assist in following up on this. The lighting project through CL & P /Eversource is complete. A new contractor representing Eversource will correct any and all lighting issues to bring the project up to its promised result of better lighting and cost savings. – Workroom Update – The project is underway and starting next week, the walls will be prepped for painting. The carpet and new furniture items are ordered and scheduled as expected.
- IX. New Business – Personnel Policy Statement – The changes made to the Personnel Policy were substituting the word 'Trustee' for 'Director', and adding that the Policy

should be reviewed on a yearly basis, along with the By-Laws. Sue Phillips will make these changes, and this item will be put on the agenda for a vote at a later date.

- X. Director's Concerns – None.
- XI. Correspondence – None.
- XII. Adjournment – Chair John Halloran adjourned the meeting at 8:40 PM with a unanimous vote (Blanchette/Clements).

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Marcia H. Downs".

Marcia H. Downs